

Department of Transportation and Public Participation

COVID-19 Operating Plan for Offices

Updated 4/28/2020

The following guidance shall be used by all Department of Transportation and Public Facilities (DOT&PF) staff. This document will be updated as needed and as new guidance and direction is given from the COVID Emergency Operations Center and the Governor's office.

DOT&PF provides essential services to the state of Alaska and as such staff are considered critical workforce. <https://gov.alaska.gov/wp-content/uploads/sites/2/03232020-COVID-19-Health-Mandate-010-Attachment-A.pdf>

Social Distancing

Social distancing is the practice of maintaining at least 6 feet from other persons to slow the spread of COVID-19. Alaska DHSS COVID-19 Health Mandate 011, Social Distancing, <https://content.govdelivery.com/accounts/AKDHSS/bulletins/283a713> and it's FAQ page http://www.dhss.alaska.gov/News/Documents/press/2020/FAQs_03272020-SOA-COVID-19-Health-Mandate-011-012.pdf address this.

There are activities that some staff participate in where social distancing is not possible. In these cases individuals must practice excellent hygiene such as washing their hands frequently, avoid touching your face, use fabric or dust mask if possible, and sneeze and cough into your sleeve.

Common practices

- Encourage frequent hand washing, a minimum of 20 seconds and dry hands thoroughly.
- Limit food sharing, and clean up after yourself in break rooms.
- Stay home if you are sick - especially if running a fever.
- Notify your administrative contact if your work area is running low on cleaning supplies; they will do their best to locate and procure needed supplies. Please give them advanced warning when supplies are low, before you run out.
- Limit meetings to fewer than 10 people total and maintain 6 foot social distancing.
- Keep trash cleaned out of the equipment/vehicles after use, and clean with approved materials each day.

Office Access

Due to the COVID 19 pandemic DOT&PF office buildings, shops and maintenance stations are limiting access to business purposes only.

Office, Work Station, and Common area Cleaning Expectations:

The following procedures and best practices shall be implemented immediately and will remain in effect until further notice. These guidelines do not replace specific cleaning requirements developed for conducting field operations or for construction projects.

Cleaning materials

A spray bottle with 2% bleach mixture

- 4 teaspoons bleach to one quart of water, or

- 5 tablespoons to one gallon of water
- Apply a label to any mixed solutions, noting the date of the mixture (use file label, masking or duct tape or similar to create label.)
- Replace the solution every two weeks.
- Use disinfectant wipes that are registered with EPA List N, effective against human Coronavirus or SARS-COV
- Sanitizers that are at least 60% alcohol

Cleaning Areas

- Cleaning common areas are everyone's responsibility and will not be assigned to one person or position(s). Everyone must play a part and be considerate of your colleagues and ensure this happens.
- Conference room tables should be wiped down before and after each use. Wipe down arms of chairs as well. If you feel the need to adjust the height/angle of a chair wipe down the handle before making that adjustment.
- Wipe down common touch areas such as light switches, door knobs, copier/scanner buttons, microwave buttons etc. frequently
- Wash your hands frequently – especially after touching common areas.

Cloth Face Coverings

Department of Health and Social Services issued Health Alert -010 about wearing face coverings http://dhss.alaska.gov/dph/Epi/id/SiteAssets/Pages/HumanCoV/SOA_04032020_HealthAlert010_ClothFaceCoverings.pdf. Wearing face coverings is not required in DOT&PF offices, however some staff may feel more comfortable doing so.

- The following measures are from Health Alert-010 and are highly recommended: Wear a cloth face covering in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies).
- Make sure the face covering covers both the nose and mouth.
- Do not remove the face covering until you return home.
- When removing the face covering, avoid touching the front of the face covering (because it may be contaminated). Remove it by grasping the ear loops, ties, or bands and immediately discard or place in a designated container for laundering.
- Wash your hands immediately after removing the face covering and before touching anything else.
- Wash face coverings in hot, soapy water between uses.
- Do not wear N-95 or surgical masks; these are needed by health care workers and first responders.
- Do not rely on face coverings as the primary way to prevent COVID-19 transmission, and be careful to avoid developing a false sense of security through the use of face coverings.

N95 Use, Reuse and Cleaning

- DOT&PF is reserving our stockpile of N95 respirators for required OSHA situations and for our hospitals and medical facilities if needed.
- **General construction site conditions** will not warrant the use of N95 respirators, unless evidence exists for exceedance of silica exposure limits and/or total dust exposure.
 - While voluntary use of N95 Respirators has been acceptable in the past, air sampling will be required this year to verify that OSHA exceedance levels on dust exposure or silica levels

prior to authorizing the use of N95 Respirator in the general construction environment. Use of general light duty dust masks is acceptable for the general construction environment.

- N95 or other respirators are to be worn in the DOT&PF Material Labs and other areas where testing has been done and requires their use. Situations with Silica hazards and total dust exposure are situations where testing may determine their use.
- N95 Reuse and Cleaning Instructions (for masks used for dust and/or silica exposure).
 - N95 respirators should be reused as much as possible to conserve supplies for First Responders.
 - After use place N95 respirator in plastic bag or container with your name on it. This protects it from further contamination.
 - Use of low pressure air (30 lbs. or less) may be used out doors to reduce dust particulates. Apply air from the inside of the respirator.
 - Wash your hands after use as they can trap viruses.
 - Do not reuse if respirator is damaged.

Vehicle/Equipment Cleaning Procedures:

- All staff who operate equipment will be responsible for performing equipment cleaning **prior to** and **after use** of a vehicle.
- Plan trips and work days to accommodate the additional time these procedures will take.
- **Before** and **after** operating use EPA List N, effective against human Coronavirus or SARS-COV, a 2% bleach in solution, or an alcohol solution with at least 70% alcohol content to wipe down the following:
 - Control surfaces – including gear shifts, steering wheels, window/door controls, and all other surfaces that an operator may have touched while operating the vehicle.
 - Seats (if they are not cloth)
 - Door panels/arm rests
 - Dashboard
 - Seat belts
 - Visors, and all other surface that may have been touched by an operator, which can easily be wiped down.
 - Special attention should be given to electronics or other surfaces which may be damaged by such cleaning products. If this occurs, the operator must immediately notify their supervisor.
 - Passengers who ride in a vehicle are responsible for cleaning all surfaces within their area of contact, as described above.
 - Cleaning of floor mats, foot pedals, and or other items not routinely touched by an operator or passengers' bare hand is not required.
- Do not leave trash in any vehicle
- Assign the same piece of equipment to the same operator when possible,

Field Work, Mobilizing/Demobilizing, Remote Communities, Etc.

Site or activity specific plans, under the purview of this regional guidance, will be developed for individual projects and activities. Please refer to your Section Leads and Supervisors for site or activity specific requirements.

What to do if an employee is sick at work

If there are people in the workplace who are sick and/or exhibiting any COVID-like symptoms - have them cover their mouth and nose with whatever they have on hand and have them leave the location immediately and return home. Have them contact their health provider if symptoms persist for more than a day or two. Notify your supervisor. Use appropriate methods to clean and sanitize the employee's workplace and any surfaces they may have come in contact with. Don't forget to sanitize the restrooms etc. Do not wait for janitors to do this. Wash your hands.